



## REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u>	<b>RFA #12 – 08</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> Cell: [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐  
Respondent (if app.):    Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

**Complaint Category:** *(Please check at least one)*

☐ Age                      ☐ Color                      ☐ Creed                      ☐ Disability                      ☐ Employment  
☐ Marital Status                      ☐ National Origin                      ☐ Race                      ☐ Religion                      ☐ Retaliation  
☐ Sex/Gender                      ☒ Sexual Harassment                      ☐ Sexual Orientation                      ☐ Veteran Status

Time Line		
Date	Item	Comments
		See notes in file.

**Resolution of Complaint Process:**

☐ Resolved to Complainants Satisfaction [R]                      ☐ Unresolved [U]  
☐ Transitioned to Formal Complaint [F]                      ☐ Referred to another University Office [REF]

***Provide a summary of the discussion, including recommendations provided.  
Subsequent discussions, requests for assistance and/or follow-ups on this issue  
should be included chronologically below.***